



MUSKEGON BOARD OF CIVIL SERVICE COMMISSIONERS

Regular Meeting Agenda

Thursday, October 1, 2009

4:00 P.M., City Hall Room 103

I. CALL TO ORDER

II. MINUTES

Approval of the minutes from the August 6, 2009 regular Civil Service Commission meeting.

III. ACTION AGENDA

- A. Unrepresented Employees Bumping Procedure (tabled from August meeting)
- B. Housing Rehabilitation Counselor Job Description Update

IV. CIVIL SERVICE PERSONNEL DIRECTOR'S REPORT

V. STATUS OF RECRUITMENTS

- A. City Part-time/Limited Positions 2009: Applications continue to come in for Senior Transit Worker and School Crossing Guard.
- B. Customer Service Representative I 2008-09: There are 137 applications on file.
- C. Beacon Services Contractual Seasonals: Seasonal staffing is tapering off, from a high of 84 workers to 38 at the end of August.
- D. Housing Rehabilitation Counselor: This vacancy will be posted pending approval of the updated job description.
- E. Mechanic: One requisition is on hold per DPW management.
- F. Police Officer 2008-2009: There are 68 applications on file.

VI. APPOINTMENTS

A. New Appointments:

Part-time or Seasonal Employees:

Matthew Lee, Part-time Finance Clerk – 9/8/09 (from full-time Finance Clerk)

B. Promotions:

Permanent Employees

Part-time or Seasonal Employees:

C. Transfers:

D. Temporary Assignments:

VII. SEPARATIONS

A. Resignations:

Permanent Employees

Matthew Lee, Finance Clerk – 9/4/09

Part-time or Seasonal Employees:

Linda Kohn, Crossing Guard – June 5, 2009

Shirley Calloway, Crossing Guard – June 6, 2009

B. Other

Retirements:

Ken Wansten, Police Officer – August 11, 2009

Ardyce Haken, Rehabilitation Loan Counselor – August 28, 2009

Terminations:

Permanent Employees

Part-time or Seasonal Employees:

Melissa Hawley, Civil Service Intern – 8/14/09

Nola Coleman, Clerks Intern – 8/14/09

Montel Pierre, CNS Intern – 8/14/09

Breanna Smolen, Marina Aide – 8/16/09

Britton Kleaveland, Marina Aide – 8/20/09

VIII. OTHER

A. Certificates of Training Excellence:

Darrell A. Hogston received a certificate from FEMA for completing “Emergency Management Institute’s ICS-300” program.

Darrell A. Hogston received a certificate from U.S. Dept of Homeland Security for completing the NIMS Certified All-Hazards Type III COML Course.

B. Letters of Appreciation:

DPW Equipment Division, c/o Brett Kraley, received a letter from the National Institute for Automotive Service Excellence for meeting professional standards that qualifies them to receive the Blue Seal of Excellence Recognition.

Julie Sanderson, Police Officer, received a letter of thanks from William H. Bond, M.D., for her professionalism.

Police Lt. Shawn Bride received a letter of appreciation from Mr. Tom Metcalfe for his professionalism.

Police Lt. Dennis Lord received a letter of appreciation from Mr. Tom Metcalfe for his professionalism.

Police Sgt. Michael Tripp received a letter of appreciation from Mr. Tom Metcalfe for his professionalism.

Geraldine Stephan, Police Officer, received a letter of appreciation from Marcus Watson of U.S. Dept. of Justice ATF for her outstanding performance in an investigation.

Joe Williams, Police Officer, received a letter of appreciation from Ann Dean of West Michigan Therapy for his quick response and professionalism.

Leisure Services Department received a letter of appreciation from Connie Kramer praising the beauty and cleanliness of the Norman F. Kruse Beach Park for dogs. She also posted it on www.dogster.com.

X. OLD BUSINESS:

XI. OTHER BUSINESS

A. Temporary Staffing Services

CNS	\$1,465.53	(07/06/09-07/10/09)
Engineering	\$ 501.93	(07/06/09-07/10/09)
CNS	\$1,157.51	(07/20/09-07/24/09)
Engineering	\$ 514.80	(07/20/09-07/24/09)
CNS	\$1,143.16	(07/27/09-07/31/09)
Engineering	\$ 514.80	(07/27/09-07/31/09)
CNS	\$1,135.98	(08/03/09-08/07/09)
Engineering	\$ 514.80	(08/03/09-08/07/09)
CNS	\$1,158.53	(08/10/09-08/14/09)
Engineering	\$ 501.93	(08/10/09-08/14/09)
CNS	\$1,173.16	(08/17/09-08/21/09)
Engineering	\$ 514.80	(08/17/09-08/21/09)
CNS	\$1,165.84	(08/24/09-08/28/09)
Engineering	\$ 514.80	(08/24/09-08/28/09)
CNS	\$1,165.84	(08/31/09-09/04/09)
Engineering	514.80	(08/31/09-09/04/09)
CNS	\$ 951.70	(09/08/09-09/11/09)
Engineering	\$ 411.84	(09/08/09-09/11/09)

TOTAL \$15,021.75

B. Public Comments

XII. ADJOURNMENT

AMERICAN DISABILITY ACT POLICY FOR ACCESS TO OPEN MEETING OF THE CITY COMMISSION AND ANY OF ITS COMMITTEES OR SUBCOMMITTEES

The City of Muskegon provides necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed materials under consideration at the meeting to individuals with disabilities who want to attend the meeting upon twenty-four hour notice to the City of Muskegon. Individuals with disabilities requiring auxiliary aids or services, please contact the City of Muskegon by writing or calling the following:

Ann Marie Becker, City Clerk
933 Terrace Street, Muskegon, MI 49440
(231) 724-6705

(10 09 Agenda)